



VACANCY ANNOUNCEMENT

TRI MISSION MANAGEMENT
AUGUST 13, 2015
No. 2015-51FP

TO: All Interested Candidates
SUBJECT: Administrative Assistant (Full Performance Level*)

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS AT THE TIME OF APPLICATION TO BE ELIGIBLE FOR CONSIDERATION. THE MISSION DOES NOT SPONSOR WORK PERMITS.

POSITION: PC-7021 – Administrative Assistant (Full Performance Level*), FSN-08, FP-06**

OPENING DATE: August 13, 2015

CLOSING DATE: August 27, 2015

WORK HOURS: Full-time: 40 hours/week for Not Ordinarily Resident
Full-time: 35 hours/week for Ordinarily Resident

SALARY: Ordinarily Resident: € 39.853,00 gross p.a. (starting salary)
Not Ordinarily Resident: final salary will be confirmed by Washington based on applicants' qualifications and prior work experience***

* This position is being advertised simultaneously with the Training Level, FSN-07, FP-07

** Actual grade and salary will be based on the qualifications of the applicant

*** Overseas Comparability Pay will apply if an FMA appointment

The Public Affairs Section (PAS) of the U.S. Embassy in Paris seeks an Administrative Assistant.

BASIC FUNCTION OF POSITION:

Under the general supervision of a senior LE Staff Management Specialist, the incumbent oversees the Public Affairs section grant program. She/he prepares grant documents and supervises grant compliance oversight and provides PAS employees with accurate and regular information on grant compliance for public diplomacy programs. The incumbent assists the Management Specialist in maintaining accurate internal cuff accounts for the Public Diplomacy allotment and with procurement processes and oversight.

QUALIFICATIONS REQUIRED:

Notes:

- 1) Applicants are required to submit their applications, resumes and cover letter in English and French.**
- 2) Applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. Items 1-5 are all required.**

1. Education:

At least a Bachelor's degree in business studies, administration, or financial management is required.

2. Prior Work Experience:

At least three years of progressively responsible experience in the administrative management or budget field.

3. Language proficiency (These may be tested):

English (Writing-Reading-Speaking), Level-4 – Fluency is required.

French (Writing-Reading-Speaking), Level-4 – Fluency is required.

4. Knowledge (These may be tested):

An extensive knowledge of PAS organization and activities.

An in-depth knowledge of State Department procedures and regulations in all areas of post administration (grants, budget, procurement, etc.) is required.

A working knowledge of French laws and regulations pertinent to areas of responsibility is required.

Up-to-date knowledge of information technology, particularly database and spreadsheet software used by the U.S. Mission is required.

5. Skills and abilities (These may be tested):

Ability to analyze financial and other data to make recommendations on resource allocation is required.

Ability to handle administrative/grantee negotiations, related reports and other documentation in both French and English is required.

Good interpersonal skills to coordinate PAS/grantee relationship and general administrative support for the section are required.

A proven aptitude for learning new software and adapting existing software to meet PA administrative and budget tracking needs are required.

Selection Process:

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Qualified USEFM applicants who are also U.S. Veterans will receive the highest preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

Additional Selection Criteria (see definitions):

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
3. Current employees serving a probationary period are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold an FMA appointment are ineligible to apply within the first 90 days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply within the first 90 calendar days of their appointment, unless currently hired into a position with a "When Actually Employed" (WAE) work schedule.

To Apply:

Interested applicants for this position must submit the following or the application package will not be considered.

1. Applicants who claim EFM or MOH status must include in the cover letter accompanying their application that they are claiming EFM/MOH status, their present nationality, and name and employing section/agency of their sponsoring family member.
2. Application for U.S. Federal Employment: DS-174 (available from the Embassy web site employment page), or
3. A current resume or curriculum vitae in English that provides the same information as an DS-174; plus
4. Candidates who claim U.S. Veterans Preference must provide a copy of their DD-214 form with their application;
5. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

Submit application to:

EMAIL: ParisRecruitment@state.gov

Please **do not send** applications in the mail.

Point of contact:

Human Resources Assistant

TEL: 01-43-12-25-74 / 01-43-12-26-52

FAX: 01-43-12-24-36

DEFINITIONS

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and
- EFM (see above) at least 18 years old; and
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad, or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad; and

- Does not receive a Foreign Service or Civil Service annuity.

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and
- Not on the travel orders of the sponsoring employee; and
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and
- Does not ordinarily reside (OR, see below) in the host country; and
- Is not subject to host country employment and tax laws; and
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and
- Has legal, permanent resident status within the host country; and
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

CLOSING DATE FOR THIS POSITION: AUGUST 27, 2015

The US Mission in France provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, age, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Distribution: All Interested Candidates.